

*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF TEXAS

Position Title: Assistant Division Manager #15-12
Location: Dallas, Texas
Closing Date: Open until filled
Starting Salary/Range: CL-27 (\$49,506 - \$80,494)*
*with potential to CL-28

POSITION OVERVIEW: The United States District Court for the Northern District of Texas is recruiting for an Assistant Division Manager for the Dallas Clerk's Office. The incumbent will learn to effectively coordinate all areas of the Dallas Division including civil and criminal docketing, jury management, records management, and intake under the direction of the Dallas Division Manager. The incumbent, after demonstrating competence in all relevant areas, may be eligible for the next available Division Manager position without further competition.

REPRESENTATIVE DUTIES:

- Assists the Dallas Division Manager to ensure efficient and effective operational practices within the Dallas Division of the district clerk's office including, but not limited to, docket, intake, courtroom support, and jury administration.
- Evaluates employee accomplishments and contributions, their willingness to work with and help others, their ability to accept constructive feedback, and their cooperation, reliability and dependability. Makes recommendations on personnel actions such as selections, promotions, reassignments, disciplinary actions, and separations.
- Identifies the needs of operations staff, chambers staff, attorneys, and members of the public for information about clerk's office operations. Assists in the development and presentation of operations training, including presentations to bar associations and members of the public.
- Along with the Dallas Division Manager, serves as the liaison on operational issues between the Dallas clerk's office and: (1) Dallas judges, (2) Dallas chambers staff, (3) probation office staff, (4) bankruptcy office staff, (5) the U.S. Marshals Service, (6) court security officers, (7) General Services Administration, (8) U.S. Attorney's Office, (9) Federal Public Defender's Office, (10) Criminal Justice Act attorneys, (11) the Federal and other Dallas Bar Associations, and (12) attorneys and the public.
- Develops expertise in the Case Management/Electronic Case Filing System (CM/ECF), including expert knowledge in the CM/ECF dictionary.
- Works closely with the Operations Assistance Team to identify and resolve problems and analyze data to inform senior management decision making.
- Assists with updating district-wide plans, including the Jury Management Plan, Criminal Justice Act Plan, and Court Reporter Management Plan.
- Assists with Internet and intranet content management related to clerk's office operations.

QUALIFICATIONS:

- Thorough knowledge of the district clerk's office and its function within the court system.
- Thorough knowledge of all applicable procedural rules including the Federal Rules of Civil and Criminal Procedures.
- Knowledge of and ability to comply with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
- Ability to lead a team of employees in the implementation of new ideas and better work procedures; demonstrated skill in maximizing employee performance.
- Skill in identifying, understanding and responding to customer needs. Superior ability to communicate accurately and effectively, both orally and in writing, within and outside the court unit.
- Ability to work collaboratively with personnel from other divisions to promote teamwork and camaraderie.
- Experience in supervising a variety of positions within an office environment.
- Effective computer skills and knowledge of computer processes and capabilities.
- A bachelor's degree from an accredited college or university, preferably in business administration, public administration or related field, is required.
- Four (4) years of progressively responsible court operations or related experience strongly preferred.
- At least one (1) year of supervisory experience required.

BENEFITS: Employees of the U.S. District Court are entitled to benefits which include health and life insurance programs, scheduled holidays, and periodic salary increases. The Court is not authorized to reimburse candidates for travel or moving expenses. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

The final candidate will be subject to a background investigation by law enforcement agencies, which includes FBI fingerprinting and credit check.

Submit resume with salary history and college transcript to:

Human Resources #15-12

U.S. District Court - Northern District of Texas

1100 Commerce Street, Room 1452

Dallas, TX 75242

Fax: (214) 753-2247

Email: humanresources@txnd.uscourts.gov

Resumes without code #15-12 will not be considered

**** The Court is an Equal Opportunity Employer ****

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct. This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative. The decision on granting reasonable accommodations will be made on a case by case basis.